

Report for month ending 30 November 1953 from
FORMS MANAGEMENT BRANCH

I. PROJECT SUMMARY.

Projects initiated prior to November	- 5
Projects commenced in November	- 9
Total Projects on which action was taken	<u>-14</u>
Projects completed during November	- 5
Carried over to December	<u>- 9</u>

II. COMPLETED PROJECTS

1. Certain type faces were standardized for Vari-typewriter composition of forms. A list of these faces and a chart showing their application to the various elements of forms composition (titles, instructions, box wording, etc.) were furnished the Reproduction Plant to use as guides in all future forms composition.

2. A statement of functions for the Branch was prepared for inclusion in the Division Chart.

25X1 3. Draft copy of the proposed Records Management Handbook [] was reviewed and the subjective classification breakdowns under "Forms" were expanded and modified. As a result of this action and subsequent discussions with [] further modifications of "Reports" and "Communications" have been recommended and a rewrite of the subject "Records" has been suggested.

4. A scheduled equipment demonstration of the new Coxhead Composomatic DSJ machine at the Sheraton-Carlton Hotel 17 November 1953, was attended by five representatives of GSO. Literature on this machine and the new Coxhead Liner was obtained and circulated to interested GSO personnel.

5. Employee Suggestion #378, relative to reduction of the width of information reports from 8½" to 8", was studied and positive action taken to assure its adoption:

III. CURRENT AND CONTINUING PROJECTS

1. The Reproduction Plant has been requested to survey for at least a month the time requirements for forms copy preparation. It is ultimately proposed to centralize forms copy preparation in the Forms Management Branch as an incidental part of analysis and design.

2. A phased master plan for forms management was prepared and submitted for approval of [redacted] As of 30 November 1953 the plan's general substance had been approved as submitted. Further details concerning manpower requirements, target dates, etc., will be developed during the coming months.

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3. Ultimate elimination of duplicate functional files maintained by O & M and DD/P has been proposed and concurred in by [redacted] Action has been suspended since 10 November 1953 pending certain personnel changes in O & M. Action should be completed in December.

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4. A proposed memorandum for all Area Records Officers concerning limiting classification of forms in blank by use of the phrase "(When Filled In)" after the classification which had been developed and was ready for issuance has been held up because of the new executive order eliminating the "Restricted" classification and the additional "Security Information" requirement. The memorandum will be rewritten to conform to new security directives and issued in December as FM-2.

5. A proposed memorandum (FM-1) to all Area Records Officers containing preliminary program publicity and transmitting selected Air Force forms management promotional data has been developed and submitted to [redacted] for approval. Release in December is anticipated.

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6. Material for a set of Vue-Graph slides to be used in promoting the Forms Management Program and training Area Records Officers has been compiled and submitted to Graphics Branch - ORR for preparation of art work for the slides. Slides should be completed next month.

7. The following Area Records Officers were contacted during the month to establish initial liaison and explain some of the program aims: [redacted] comptroller, [redacted] Personnel, [redacted] CS/PI/RI and [redacted] DDP/PI/RI. This is a continuing project.

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8. A study of the Information Report forms and procedures has been undertaken in conjunction with the printing study of [redacted] Preliminary contacts have been made and initial data obtained. It is hoped that the forms and procedures can be revised, field and headquarters reports consolidated, printing costs reduced etc. Project continues.

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9. Tentative agreements concerning sterility requirements for certain forms sent to and from, or used by field organizations, have been concluded with representatives of DD/P and the Logistics Office. They are now in process of coordination and finalization in written form.

IV. MISCELLANEOUS ACTIVITIES

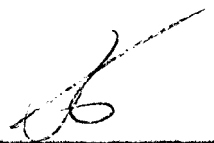
1. Reproduction facilities located in "L" Bldg. were inspected.

2. Reproduction Plant personnel responsible for copy preparation of forms were instructed in certain technical phases of operation.

3. Initial contacts and liaison with representatives other than Area Records Officers of O & F. Personnel and Logistics offices have been made.

V. SUMMARY OF INDIVIDUAL ACTIONS

1. No. of Requisitions	Copies
New 29	74,925
Revisions 28	898,000
Reprints 103	1,109,725
Total 160	2,082,650
2. Forms Obsolete	- 3
3. Request disapproved and available forms substituted	- 4
4. Average requisition for month	13,016 copies
5. Net increase in Agency forms	- 26
6. Total number of controlled forms in use	- 930



Report for month of November, 1953 from the RECORDS DISPOSITION BRANCH

Status of Current Projects

1. General Services Office:

(Systems) - Completion of this project in the Office of the Chief is dependent upon the approval of suggestions submitted for the improvement of procedures and methods for handling mail and records. Systems have been developed and installed in all other segments of the Office.

(Disposition) - The records control schedule has been prepared and submitted to the Chief of the Office for approval. When approved, specific plans will be instituted for completely activating this schedule. Considerable volume of record material has been moved to the Records Center, but overall detailed action is still pending.

2. Logistics Office:

(Systems) - A review of the mail control and filing system is now being conducted and a report will be prepared upon completion. Some work appears to be needed in this area in order to make the systems satisfactory.

(Disposition) - As previously reported, the records control schedule prepared for this Office has never been completely activated. Of equally serious concern is the fact that records have been transferred generally to the Records Center without being identified by schedule and item number. Without such identification, there will be involved, at some future date, needless research and study by Center personnel. It costs money to prepare records control schedules; their preparation is justified primarily through their application which, in this case, has been inadequate. The scheduling program in Logistics Office is suffering, therefore, because of a lack of concentrated effort on the part of the Area Records Officer. An effort was made during the month to assist [] in reviewing, amending, and correcting their schedule. This activity is particularly important because of the many functional and organizational changes in the Office. It was not possible to plan this review because of duties other than records management that are currently taking the time of []

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3. Office of Intelligence Coordination:

(Systems) - The recent Systems study prepared for this Office has been discussed briefly with [redacted] It does not appear too optimistic to anticipate that we will be requested to install the proposed Agency file system in this Office. The installation and subsequent training of personnel should not be too involved.

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4. Medical Office:

(Systems and Disposition) - The two analysts assigned to the task of establishing these phases of the records program, started the job on 30 November. This phase of the records management program should be entirely completed by the middle of January. Subsequent follow-up should involve only minor inspections. There is, however, an influencing factor that may effect the prompt completion of this project; i. e. currently, additional functional activities are being installed that will require the establishment of new files.

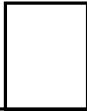
5. Foreign Broadcast Information Division:

The current inventorying activity reveals that this Division has been an extremely prolific collector and creator of paper records. They have not been maintained, however, in a manner in keeping with the efficiency with which they were collected. Consequently, Division reports and related record material may be found in closets, bookcases, store rooms and other undesirable areas. They are maintained without regard to record series or any recognizable method. It appears at this time that accomplishments will be more difficult of attainment than would normally be expected and improvised work procedures for attaining desired results will be the rule rather than the exception.

6. Office of Operations (Contacts)

The disposition standards developed and recommended formally in report to this office have not yet been approved, but should be officially accepted at least in modified form in the near future. Upon such approval, steps will be

taken to obtain the suggested disposal authorizations for all items of temporary value. When these authorizations have been finally developed, it will be necessary to activate the records control schedule initially and on a continuing basis. There was tentative agreement to adapt the Agency filing system but the recommendations provided for waiting until the material of all Divisions could be reviewed in order that the manual could be adapted for the entire Office rather than this one Division. In view of later commitments with respect to individual surveys in other Divisions, we should now probably include the Contact Division in our schedule for the installation of the system.



Chief, Records Disposition Branch

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Report for month ending 30 November 1953 from
RECORDS SYSTEMS BRANCH

Because of joint participation and inter-related factors, a report on Systems for the following offices is included in the report made by the Records Disposition Branch: FBID, Logistics, General Services, OIC, Medical Office and Office of Operations.

Office of the Director

Following the issuance of Regulation [] which contains rather specific instructions concerning the filing of record copies of staff papers, a draft of a proposed notice was prepared to implement these instructions. The issuance of the notice was first proposed to [] during a discussion of the recommendations made in the survey report of the Office of the Director. [] direct concern was the possibility of any further application of the recommendations within the Office of the DD/A.

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An inquiry was made of [] of the Office of the Director as to the status of the survey report insofar as the entire Office was concerned. She indicated that [] who is now overseas, stated that he was of the opinion that the recommendations were not applicable but that she should give them some consideration when she had time.

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Vital Materials

Arrangements have been made with the National Security Council to make bi-weekly deposits of their vital materials. Previous deposits have been made on a quarterly basis but more frequent deposits were considered to be desirable. The filming of the Biographic Register continues to be held up because of the lack of space for setting up the camera, following the move of the Division into North Building. Both [] are continuing their efforts to obtain suitable space. As a result of favorable comments received after the last training session for Area Records Officers at the Repository, it was decided that another session should be held for the benefit of personnel who had missed the previous sessions. A tentative date has been established as 9 December. There are five or six Area Records Officers who were previously unable to attend and in addition [] in the Executive Registry has indicated a desire to go.

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Mail Control Section

The Mail Control Section took over full responsibility for the distribution of NIS material. Previously, this had been done under the direction of the couriers, with laborers furnished by the Logistics Office.

The Mail Control Section assumed responsibility for the handling of bulk unclassified material for pickup and delivery between the Department of State and Tempo ☐ This previously had been performed by the Logistics Office laborers. Temporarily, a Logistics laborer has been assigned to work with the couriers on this job pending the recruitment of a laborer for GSO and the changing of an existing courier slot to a laborers slot.

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Special courier service has been established on a continuing basis between the Machine Records Branch and the Payroll Branch of the Comptroller's Office. In undertaking this service, it was also necessary for the Motor Pool to assign a special vehicle. The prompt transfer of material between these offices in order to get the payrolls completed on time was considered justification for the special handling.

Chief, Records Systems Branch

Report for month ending 30 November 1953 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

I. PLANNED PROJECTS

1. The recent promotion of Records Management Program phases in various areas has pointed up a need for the following:

a. A check list by which any analyst spearheading the Program can measure an office's needs for the services of a particular Branch of the Records Services Division.

b. An illustrated brochure or flier on each phase of the Records Management Program, describing briefly but specifically what we propose to accomplish and by what methods. Eye appeal should be the prime consideration. Impetus to a particular Program phase could be given through this medium. Furthermore, analysts spearheading the Program will be provided with material on those phases with which they are less familiar.

The development of this material for the Reports and Correspondence Management Programs is scheduled as our next major project.

II. PROJECTS IN PROGRESS

1. CIA Correspondence Handbook - Revised two exhibits and one page of text, and inserted these revisions into the Handbook copies previously assembled by Reproduction. Provided Regulations Control Staff with 65 copies for headquarters-wide review. To our knowledge these copies have not been distributed.

2. Office of the Comptroller Reports Management Program - Completed the proposed guide for installing and operating the Program throughout the Office of the Comptroller. Met with [] of the Comptroller's Office, briefly discussed the guide, and left a master copy for his and the Deputy Comptroller's review. Recent contact with [] disclosed that their review may be delayed by the urgency of current work.

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3. Guide to Effective Writing and Correspondence Management Techniques - Collection of material is continuing. The over-all plan for developing and presenting the guide is complete; attention is now being given to specific phases. The sections on English usage and evaluating your writing are well underway.

4. Program Publicity - A pencil sketch appropriate to flier dissemination was completed. Ideas for other publicity issuances are being assembled as the programs progress. We propose to discuss our ideas with

a representative of Graphics Registry (ORR) as soon as possible.

III. COMPLETED PROJECTS

1. Program Master Plans - Master plans on the phasing of both programs were revised and submitted to the Chief, Records Services Division.

2. Agency File Manual - Completed a review of the proposed Handbook for the Subject Classification and Filing of Correspondence Records. From this review and discussions with Messrs. [redacted] developed recommendations on three primary subject classifications which affect the filing of material on Reports and Correspondence Management Programs.

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3. Reporting Program Progress - Developed and submitted to the Chief, Records Services Division, a listing of Reports Management Program phases on which progress information is desirable. A general recommendation on progress reports from Area Records Officers was also included.


4. Justification for the Writer's Guide - To justify the need for this guide, a headquarters-wide poll was taken. Personnel of fourteen different offices, representing a cross-section of Agency levels and functions, were interviewed. The results pointed up the following facts:

a. There is a positive need and desire for a desk tool on writing effectively.

b. Form letters, pattern correspondence and other short cuts have definite application in many areas of the Agency.

c. Training plans of the Office of Training, Regulations Control Staff, and the Office of Scientific Intelligence call for a coordination of efforts.

The results of this poll, together with a comprehensive analysis of our program, were submitted as a staff paper to the Chief, General Services Office.



Chief, Reports and Correspondence
Management Branch

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